



TOWN OF WESTFORD  
BOARD OF SELECTMEN

TOWN HALL

55 Main Street

WESTFORD, MA 01886

Phone (978) 399-5501 Fax (978) 399-2557

**REVISED**

**MEETING AGENDA**

Monday, June 24, 2013

6:30PM

**Millennium School, Conference Room B, 23 Depot St**

*(Please be advised all times are approximate)*

1. 6:30PM **Executive Session**
  - 1) To comply with the provisions of Massachusetts General Laws Chapter 4, Section 7, and Chapter 30A Section 22 for the purpose of receiving attorney client communications on the fire department
  - 2) Discuss FY15 projected financial situation with respect to ongoing collective bargaining negotiations, and proposed health plan design changes, as an open meeting may have a detrimental effect on the bargaining position of the town
2. 7:00PM **Call to Order**
3. 7:01PM **Pledge of Allegiance**
4. 7:02PM **Open Forum/FAQ/Announcements**
5. 7:05PM **Joint Meeting with the School Committee and Finance Committee to Hear the Town Managers Town and School Preliminary Budgets for FY 15 - 17**
  - FY15 budget timeline
  - Determining market basket communities
  - [Update from School Building Utilization group on whether or not a school can be closed](#)
  - Bleacher project update
6. 8:05PM **Request for Change of Manager**
  - [All Club License](#)  
Nabnassett Country Club – *Linda Zaher* (attending)  
47 Oak Hill Rd
7. 8:10PM **Request Approval to Pledge All Alcohol Restaurant License**
  - Evviva Cucina – *Beth Ahern* (attending)  
7 Cornerstone Square
8. 8:15PM **Request to Modify Common Victualler License to Accommodate Three Outside Tables - *Michael Rodelle, Director of Real Estate and Michelle Inglese, Manager of Design***
  - D'Angelo's Restaurant  
175 Littleton Rd

9. 8:20PM      **Request Permission to Move Building Located at 80 Chamberlain Road** – *Emily Whitmore, Owner; Stan Wilds, House Mover & Dave Guthrie, Builder*
10. 8:25PM      **Old/New Business**
- 1) Vote annual re-appointments (**Exhibit A**)
  - 2) Request to appoint 5 members to the Tax Possession Sale Committee:
    - Donald Costley
    - Paul Cully
    - Denali Delmar
    - Dave Earl
    - Steven Sadowski
  - 3) Request to be appointed to the EBC/Stepinski Naming Committee
    - Dini Healy-Coffin
    - Robert Creegan
    - Dave Earl
    - Rita Shipley
    - Cathy Lane
    - Marilyn Frank (ConsCom rep)
11. 8:45PM      **Consent Agenda – Request to Approve the Following:**  
Town Common Request
- 1) Wedding Ceremony – *Paul Harhen* (not attending?)  
Saturday, August 17, 2013  
4:00pm – 6:00pm
- Application for Approval of a Special License
- 2) Annual Tyler Ride – *Shawn Ricard* (not attending)  
VFW – 67 West Prescott Street  
Saturday, July 13, 2013  
4:00pm – 8:00pm
12. 8:50PM      **Board Reports/Updates**
13. 8:55PM      **Town Manager's Report**
- 1) Request approval to use \$2,972 Conservation Commission Receipts Reserved funds for water quality monitoring at the Stony Brook and Nashoba Brook watersheds
  - 2) Request to accept donation of 2 parcels from developer of Laughton Farms Subdivisions
  - 3) Request to accept gift of EPSON Power Lite 1940W LCD Projector valued at \$1,300 from Ekaru for the Council on Aging
  - 4) Request to approve agreement with the Department of Fire Services (DFS) Hazardous Materials Response Team from July 1, 2013 to June 30, 2023

**5) Request to Award the Following Contracts:**

- a) American Alarm in the amount of \$5,419.10 for security upgrades at town hall
  - b) Massachusetts Interlocal Insurance Association (MIIA) in the amount of \$275,288 for General Insurance policy and \$284,800 for Workers Compensation Insurance policy
  - c) Volunteer Firemen's Services, Inc. (VFIS) in the amount of \$30,515 for police and fire policy
  - d) Westford Tire and Auto in the amount of \$0.20 per gallon markup over wholesale, for off-site fuel distribution
  - e) Witch City Roofing Company in the amount of \$10,625 for roof repairs at Roudenbush
  - f) Patriot Properties in the amount of \$30,000 for FY2014 Revaluations/Recertification
  - g) Roundtable Technologies in the amount of \$19,940 for hosting services
  - h) Virtual Town Hall in the amount of \$4,000 for service and support related to town website
  - i) J.A. Healy & Sons in the amount of \$0.16 per gallon markup over wholesale for small bulk delivery of diesel fuel
  - j) CDM Smith in the amount of \$5,675 for developing mobile application for stormwater mapping
- 6) Announce receipt of \$2,000 grant for a proposed marker to honor Edward Keyes and Sarah E. Keys
  - 7) Announce Police Officer Scott Hyder assisted with the 2013 Special Olympics Summer Games

14. 9:10PM      **Correspondence**

15. 9:15PM      **Adjournment**

**Board of Selectmen  
Correspondence  
June 25, 2013**

**Outgoing Correspondence:**

14.01	6/12/13	Cease & Desist letter to Boch Westford, LLC
14.02	6/12/13	Letter to Boch Westford, LLC; Brian Downey, Barbara Jean Scanell
14.03	6/13/13	Letter to Representative James Arciero
14.04	6/13/13	Letter to Senator Eileen Donoghue

**Incoming Correspondence:**

(Listed by date sent/date received)

14.05	6/3/13	Letter from MIIA regarding participation credits
14.06	6/5/13	Letter from Massachusetts School Building Authority regarding Colonel John Robins School & Day Elementary School
14.07	6/7/13	Letter from Tyree Environmental regarding Immediate Response Action (IRA) Completion Report
14.08	6/13/13	Certificate of Appreciation
14.09	6/17/13	Landfill Gas Monitoring 2 <sup>nd</sup> Quarter 2013
14.10	6/15/13	Letter from Janet Horner regarding Stony Brook School

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Tina Landry 978-692-5501 extension 1 or email to [tlandry@westfordma.gov](mailto:tlandry@westfordma.gov).*

EXHIBIT A

**BOARD OF SELECTMEN ANNUAL APPOINTMENTS FOR  
JUNE 24, 2013**

AFFORDABLE HOUSING TRUST COMMITTEE

Parker, John	1 yr
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COMMUNICATIONS ADVISORY COMMITTEE

Vacca, Tony	1 yr
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COMMUNITY PRESERVATION COMMITTEE

<u>Frank, Marilyn</u>	ConsCom Rep
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CONSERVATION COMMISSION

Frank, Marilyn	3 yrs
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Mahler, Peter	3 yrs
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CULTURAL COUNCIL

Delmar, Denali	3 yrs
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Lim, Yen Yen	3 yrs
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Pitts, Brian A.	3 yrs
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Vernalia, Lynda B.	3 yrs
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DROP BOX ADHOC COMMITTEE

Courchaine, Lisa	1 yr
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Courchaine Jr., Dennis P.	1 yr
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Johansen, Beverly	1 yr
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ECONOMIC DEVELOPMENT COMMITTEE

Cannellos, Stephan	3 yrs
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Kluchman, Chris	3 yrs
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West, Thomas	3 yrs
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ENERGY COMMITTEE

Jarvie, Jim	3 yrs
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Mucci, Paul L.	3 yrs
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Willis, Robert W.	3 yrs
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FENCE VIEWER

Pitts, Brian	1 yr
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Prescott, Albert G.	1 yr
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#### HISTORICAL COMMISSION

Gutbrod, David	3 yrs
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#### PERSONNEL ADVISORY COMMITTEE

Bennett, Joan E.	3 yrs
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Ramirez, Judith E.	3 yrs
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#### PUBLIC WORKS INITIATIVE COMMITTEE

Cunningham, John H.	3 yrs
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Kost, Mark	3 yrs
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Maguire, Hugh C.	3 yrs
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Mangiaratti, John	3 yrs
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Rogers, George P.	3 yrs
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Ryan, Terry J.	3 yrs
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Wormell, Valerie A.	3 yrs
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#### REGISTRARS OF VOTERS

Tucke, Sheila	3 yrs
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#### TAX POSSESSION SALE COMMITTEE

Harman, William H.	3 yrs
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Hyde, Ernest H.	3 yrs
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#### UNACCEPTED ROAD STUDY COMMITTEE

Barrett, Richard J.	1 yr
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Barrett, Chris	1 yr
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Lewin, Matthew	1 yr
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Wormell, Valerie A.	1 yr
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